

## Lesson 4: Additional Pay

### Scenario

In this course, the SHARP trainer, Hall, will show the newly hired Payroll Processor, Kelly, how to maintain an employee's additional pay in SHARP.



**Hall**



**Kelly**



## Lesson 4: Additional Pay

### Lesson Objectives

After completing this course, you will be able to:

- Understand what conditions warrant an additional pay
- Learn to add/update an additional pay



## Lesson 4: Additional Pay

### □ Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic name to navigate to that topic.



Topic 1:  
Additional  
Pay  
Overview



Topic 2:  
Entering an  
Additional  
Pay



Topic 3:  
Lesson  
Checkpoint



## Lesson 4: Additional Pay

### □ Additional Pay Overview - 1

Additional pay is used to pay earnings that are in addition to the employee's regular pay and fixed in amount from pay period to pay period.

Additional pay that is not constant from one period to the next, and one-time fringe benefit income amounts should be entered on employee timesheets.

Some examples of additional pay are Corrections-Supervise Inmates (CSI), contractual pay (CNT), legislative leader pay (LLP), and legislative allowance (LEG).



## Lesson 4: Additional Pay

### Additional Pay Overview - 2

New Additional Pay entries, and all changes to existing Additional Pay items, must be entered prior to paysheet creation for the Additional Pay to be included in the paycheck.

Additional pay can be funded differently than the employee's regular pay. The funding override is entered on the Department Budget Table. Refer to the Payroll Commitment Accounting book for detailed instructions.



## Lesson 4: Additional Pay

### ❑ Entering an Additional Pay - 1

Additional pay is entered on the Additional Pay page.

The full menu path is :

**Payroll for North America > Employee  
Pay Data USA > Create Additional Pay**

In the following example, you will be shown the steps to enter Contractual Pay (CNT) earnings on the Additional Pay page for an employee.



## Lesson 4: Additional Pay

### ❑ Entering an Additional Pay - 2

#### Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:	begins with ▼	<input type="text"/>
Empl Record:	▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>

☐ Include History ☐ Correct History

**Search**

Clear

[Basic Search](#)



[Save Search Criteria](#)

**Step 1:** Type **Employee ID** in the Empl ID field and click **Search**.



## Lesson 4: Additional Pay

### Entering an Additional Pay - 3 Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay Find | View All First 1 of 1 Last

\*Earnings Code: C Description:

Earnings Code	Description
CBC	Compensatory Time-Call Back
CBN	Call Back Pay-Minimum Hours
CBO	Overtime-Call Back Pay
CBP	Call Back Pay
CM1	Compensatory Time-Earned 1.0
CME	Compensatory Time-Earned 1.5
CMT	Leave-Comp Time Taken
<b>CNT</b>	<b>Contractual Pay</b>
CSI	Corrections Supervise Inmates
CTA	Comp Time Payout Accrual Hours
CTE	Leave-Comp Time Taken-NonCvrd
CTH	Comp Time Payout Hours
CTK	Comp Time Payout-No KPERS
CTP	Comp Time Payout
CTS	Comp Time Payout Service Hours

Effective Date: Effective Date: Payment Details

\*Addl Seq Nbr: Rate Code: Earnings: Hours: Goal Amount: Sep Check Nbr:

Applies To Pay Period: ☒ First

Find | View All First 1 of 1 Last

Find | View All First 1 of 1 Last

Not Specif

☐ Disable Direct Deposit ☐ Prorate Additional Pay

☐ Fourth ☐ Fifth

**Step 2:** If this would be the employee's first additional pay(no need to add a row first), type the first character of the desired earnings code to pull up the codes starting with the character, then click to select the desired code.





## Lesson 4: Additional Pay

### Enter an Additional Pay - 4

#### Create Additional Pay

**D. Smith** EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: CNT Description:

Effective Date: 08/29/2011

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr: End Date: 31

Rate Code: Reason: Not Specif

Earnings: Hourly Rate:

Hours: Goal Balance:

Goal Amount: ☐ Disable Direct Deposit

Sep Check Nbr: ☐ Prorate Additional Pay

☐ OK to Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

**Step 3:** Change the defaulted current date to the desired effective date. Usually the first day of a pay period that hasn't been confirmed.



## Lesson 4: Additional Pay

### Enter an Additional Pay - 5

#### Create Additional Pay

**D Smith** EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: CNT Description: Contractual Pay

Effective Date: 08/21/2011

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr: 1

Rate Code: End Date: Reason: Not Specif

Earnings: Hourly Rate:

Hours: Goal Balance:

Goal Amount: Sep Check Nbr: ☐ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

**Step 4:**  
Enter 1 in the Addl SEQ# field.

**Warning:**  
Only 1 amount is allowed. Multiple amounts for an earnings code causes a pay confirmation error.



# Lesson 4: Additional Pay

## Enter an Additional Pay - 6

### Create Additional Pay

**D Smith** EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code:  Description: Contractual Pay

Effective Date:  31

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr:  End Date:  31

Rate Code:  Reason:

Earnings:

Hours:

Goal Amount:

Hourly Rate:

Sep Check Nbr:

Goal Balance:

☐ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

**Rate Code** is not used by the State. Leave blank.

**End Date:** If there is a date on which the Additional Pay will end, enter that date here.



# Lesson 1: Additional Pay

## Enter an Additional Pay

### Create Additional Pay

**D Smith** EMP

**Additional Pay**

\*Earnings Code:  Description: Contractual Pay

**Effective Date**

Effective Date:

**Payment Details**

\*Addl Seq Nbr:  End Date:

Rate Code:  Reason:

Earnings:

Hours:  Hourly Rate:

Goal Amount:  Goal Balance:

Sep Check Nbr:

☐ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

Adjust  
Advance  
Amount  
Anniv  
Award  
BAS Credit  
Contract  
Contrib  
Flex Crdts  
Hours  
Job Oth Py  
Leg,no Ldr  
Maj & Min  
Not Specif  
Performanc  
Pres's  
Productiv  
Sen, Spkr  
T&L Batch  
TGL  
VPSen,Asst  
Ways&Means

**Step 5:**  
Click on the drop down arrow by the Reason field to pull up the valid codes, then click to select the desired reason code. In this case, "Contract".

## Lesson 4: Additional Pay

### Enter an Additional Pay - 8

#### Create Additional Pay

**D. Smith** EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code:  Description: Contractual Pay

Effective Date:  31

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr:  End Date:  31

Rate Code:  Reason:

**Earnings:**  **Hourly Rate:**

Hours:  Goal Balance:

Goal Amount:  ☐ Disable Direct Deposit

Sep Check Nbr:  ☐ Prorate Additional Pay

☐ OK to Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

**Step 6:** Enter either the amount in the Earnings field, or Hours and Hourly Rate. In this example, enter **150.00** in the Earnings field.



# Lesson 4: Additional Pay

## Enter an Additional Pay - 9

### Create Additional Pay

**D. Smith** EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: CNT Description: Contractual Pay

Effective Date: 08/21/2011

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr: 1 End Date: Reason: Contract

Rate Code: Earnings: 150.00

Hours: Hourly Rate: Goal Amount: Goal Balance: Sep Check Nbr: ☐ Disable Direct Deposit

☐ OK to Pay ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information Tax Information

Save Return to Search Notify Refresh Update/Display Include History

If the pay is for a set hours, enter the hours in the Hours field. Hourly Rate is optional as it defaults from the job record if this field is blank.

The system stops making the additional pay once the Goal Balance reaches the Goal Amount specified. The Goal Balance is updated every pay cycle and shows the cumulative amount that has been paid to the employee.

Not used by the State. Leave blank/off.



# Lesson 4: Additional Pay

## Entering an Additional Pay - 10 Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: CNT Description: Contractual Pay

Effective Date: 08/21/2011

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr: 1 End Date: Reason: Contract

Rate Code: Earnings: \$150.00

Hours: Goal Amount: Hourly Rate: Goal Balance:

Sep Check Nbr: ☒ OK to Pay ☒ Prorate Additional Pay

☐ Disable Direct Deposit

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

**Step 7:** The **OK to Pay** box must be checked. Additional pay is by pay period. If you want the additional pay prorated by week, check the **Prorate Additional Pay** check box ON.



# Lesson 4: Additional Pay

## Entering an Additional Pay - 11 Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: CNT Description: Contractual Pay

Effective Date: 08/21/2011

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr: 1 End Date: Reason: Contract

Rate Code: Earnings: \$150.00

Hours: Goal Amount: Hourly Rate: Goal Balance:

Sep Check Nbr: ☐ Disable Direct Deposit ☒ Prorate Additional Pay

☒ OK to Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information Tax Information

Save Return to Search Notify Refresh Update/Display Include History

**Step 8:**  
**Applies to Pay Periods**  
 Indicates the pay period(s) in the month the additional pay should be made. Check the first 3 pay periods if it's to be paid every pay period.





# Lesson 4: Additional Pay

## Entering an Additional Pay - 12 Create Additional Pay

**Step 9:**  
Click the  
**Save**  
button.

**D Smith** EMP ID: K0000000001 Empl Record: 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code:  Description: Contractual Pay

Effective Date:  31

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr:  End Date:  31

Rate Code:  Reason:

Earnings:  Hourly Rate:

Hours:  Goal Balance:

Goal Amount:

Sep Check Nbr:

☒ OK to Pay ☐ Disable Direct Deposit ☒ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

**Job Information**

**Tax Information**

**Save** Return to Search Notify Refresh Update/Display Include History

The employee's regular pay settings should not be changed. These areas are not used by the State.



## Lesson 4: Additional Pay

### Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.



## Lesson 4: Additional Pay

### Lesson Checkpoint



How should additional pay that is not constant from one period to the next, and one-time fringe benefit income amounts be reported?

- A) Through the Additional Pay process
- B) Through the Time and Labor process
- C) Through either the Additional Pay or Time and Labor process

The correct answer is B. The additional pay that varies from one period to the next should be processed through timesheets.



## Lesson 4: Additional Pay

### Lesson Checkpoint

True or False? Additional pay can be entered either as an amount or hours.

- A) True
- B) False



The correct answer is A.



## Lesson 4 : Additional Pay

### Lesson Summary



Additional pay is used to pay earnings that are in addition to the employee's regular pay and fixed in amount from pay period to pay period. Some examples of additional pay are earns codes CSI, CNT, LLP, and LEG.



Additional pay that is not constant from one period to the next, and one-time fringe benefit income amounts should be entered on timesheets through the Time and Labor process.

In this lesson, I explained what types of pay should be processed through the Additional Pay page and how to enter them. On the left are some review key concepts.



## Lesson 4 : Additional Pay

### Lesson Completion

Congratulations! You have finished this lesson.

If you have an additional lesson to take, return to the 9.2 Training Resources page, then click the next lesson you want to take.

